



Education
Funding
Agency

Setting up the Hub for the academies accounts return

A guide to the registration process

January 2017

Contents

Introduction	3
External access to the Hub	3
Part 1: Managing the Hub	4
1.1 The superuser and their responsibilities	4
1.2 The superusers screen	4
1.3 Registration process	5
1.4 The online form roles	5
Part 2: The registration process	7
2.1 Trust identifies a superuser who registers for the Hub	7
2.2 Superuser allocating a role to themselves for completing the accounts return	8
2.3 Superuser invites internal employees to register for the Hub	8
2.4 Internal employees perform their registration	9
2.5 Superuser allocates employees a role for the accounts return	9
2.6 Accounts return approver logs into the accounts return and completes the auditor details screen	10
2.7 Auditors register for the Hub using the UPIN or UKPRN for any one of their clients	10
2.8 The superuser at the chosen trust approves the auditor applications and assigns them a role for the accounts return	11
Appendix 1 – The Hub help	12
Change password	12
Forgot My Password	12
Remove a user's access to the system (only by superusers)	12

Introduction

The Hub provides online services for use by organisations working with the Skills Funding Agency (SFA) and the Education Funding Agency (EFA).

Academy trusts will use an online form on the Hub to complete and submit their 2015 to 2016 accounts return.

Everyone in the trust with a role in preparing or approving the accounts return needs to register for access to the Hub. The trust's **superuser** manages this process and this guide explains how they do this.

External access to the Hub

Trusts must also appoint an external audit approver from their appointed external audit firm who will provide an audit assurance report for your accounts return.

Trusts may also outsource preparing the accounts return to an external third-party organisation.

Part 1: Managing the Hub

1.1 The superuser and their responsibilities

Academy trust access to the Hub is managed by the superuser, who controls the access rights for the individuals who need to access the accounts return. The superuser does this by allocating roles to those individuals.

Trusts should note that the superuser does not have to be involved in the completion of the accounts return (ie, they do not have to allocate an accounts return role to their superuser access). However, they must ensure the correct individuals are allocated to the right roles to ensure the return can be prepared and approved by the trust.

We would expect trusts to allocate the responsibility for the superuser role to a senior member of staff who may also carry out a similar role for other systems in the trust, for example managing users accessing the trust's finance system.

Trusts can have more than one superuser. They may wish to consider this option to ensure periods of staff absence are covered. However, trusts should note that access to the Hub requires a unique e-mail address for each person. If an individual registers using a mailbox address, such as *financeteam@exampleacademytrust.co.uk*, no other user would be able to register using the same e-mail address.

1.2 The superusers screen

Once registered the superuser should log into the Hub through the [user administration screen](#) using their User Id or e-mail address and their password. This will take them to a screen with 3 options:

My Identity: contains their own registration details and password reset options as well as their role in completing the accounts return if they have one.

My Team: contains the registration details of other users in the system for their trust and their role in completing the accounts return.

Invite Employee: provides an option for the superuser to invite other individuals to register on the Hub to be able to complete the accounts return.

1.3 Registration process

Everyone in the trust who's involved in completing the accounts return needs to register, but the process should be completed in the following order to ensure the trust set up is completed correctly.

Task	Completed
Trust identifies a superuser who registers for the Hub	
Superuser gives themselves a role for completing the online form if they need to	
Superuser invites internal employees to register for the Hub	
Internal employees perform their registration	
Superuser allocates employees a role for the accounts return (by which point there will be at least one 'accounts return approver' identified)	
Accounts return approver logs into the form and completes the external auditor details screen	
Auditors register for the Hub using the UPIN or UKPRN for any one of their clients	
The superuser at the chosen trust approves the auditor applications and assigns them a role for the accounts return	

1.4 The online form roles

There are 3 roles connected to the accounts return. The roles are:

1. **Accounts Return Preparer.** Trusts can have one or more preparers and the superuser can also be a preparer. People with this role will be able to populate all of the tables in the accounts return but will not be able to approve the return on behalf of the trust. We expect having more than one preparer will be useful in larger trusts where more than one person is involved in completing the return, but the final approval is by the accounting officer (AO), or the chief financial officer (CFO) acting on behalf of the AO.
2. **Accounts Return Approver.** This role approves the return on behalf of the trust. The superuser can also be the approver. This person should be the accounting officer or someone with the appropriate level of seniority to approve the return on behalf of the accounting officer. Trusts should not outsource this role as the approver is acting on behalf of the accounting officer, confirming the return is accurate. The approver can also be the preparer so will be able to populate all of

the tables in the return. We expect being both preparer and approver will be useful in smaller trusts where one person is responsible for completing the return.

3. **Accounts Return External Auditor.** This role will only be required for those trusts where an external auditor is registering with the Hub against that trust. The registration process for auditors is different and described in detail in section 2. This role should only be used where specifically referenced in this guidance.

The following table suggests approaches that trusts could consider adopting:

How we complete the annual return currently	Suggested online form set-up
One person in the trust completes AND approves the return, then submits it to their auditors	One <i>Accounts Return Approver</i> (no preparer is needed as the approver can complete the return)
The finance team in the trust completes the return. Either AO or CFO approves the return, then submits it to their auditors	Members of the finance team are <i>Accounts Return Preparer</i> CFO/AO are <i>Accounts Return Approvers</i>
The trust uses its audit firm or other third party organisation to prepare and/or audit the return The preparer in the audit firm must be a different person to the approver to maintain appropriate segregation of duties.	Individuals in the audit firm/other third party organisation are <i>Accounts Return Preparer</i> CFO/AO set up as <i>Accounts Return Approver</i> A different individual in the audit firm will be set up as the auditor

The trust should identify which of its own employees require access to the form and which individuals, external to the trust, will require access to the form. Trusts should note those groups of individuals are to be treated separately as described in section 2.

Part 2: The registration process

2.1 Trust identifies a superuser who registers for the Hub

We e-mailed the accounting officer of each trust on 1st December 2016, copied to the chief financial officer where we held their details. This e-mail set out the process for the **superuser** to register with the Hub.

The e-mail also included new UPIN and UKPRN numbers for the academy trust. Please note they **must not** be confused with existing UPINs or UKPRNs that the member academies of the trust may have. Trusts **must** use these new academy trust numbers for purposes of registering with the Hub for the accounts return.

Trusts should note that the first person to register for the Hub for the trust automatically becomes the **superuser**, so the trust should act on the e-mail to ensure the right **superuser** is registered for the trust.

The **superuser** manages the people in your trust who have a role in completing the accounts return.

The superuser registers with the Hub at <https://logon.fasst.org.uk>.

On the first screen, they should leave the User ID and password fields blank and click on the **I don't have an account** link.

On the following page, they need to add their name and e-mail address, set an appropriate password, accept the terms and conditions and click on the **Register** button.

The next screen confirms they've been sent a verification e-mail. They should access that e-mail and click on the **confirm my e-mail address** button within the message.

This returns them to a webpage headed **Registration** and contains their unique **User Id**.

Your superuser should record their User Id. They will need this User Id or their e-mail address to log into the Hub when their account is created.

The next screen provides options for resetting the password if it is required.

The final screen requires the superuser to enter the UPIN number or UKPRN number. **Please note the superuser must use the new academy trust UPIN or UKPRN sent with the e-mail. If a trust uses the UPIN or UKPRN of one of its academies, then it will not be able to access the accounts return. This also applies to single academy trusts and multi-academy trusts with one academy.**

They should NOT try to add the provider name. They should NOT select the sponsored user button.

Finally, click **Submit**

2.2 Superuser allocating a role to themselves for completing the accounts return

The **superuser** does not have to be involved in the completion of the accounts return, so this stage is optional. However, if the superuser intends to populate the online form, approve the online form, or add auditor details (see section 2.6) then they **must** allocate a role to themselves. They should choose one of two roles below, they must not add both, neither should they allocate themselves the role of accounts return external auditor.

Accounts return preparer: can only populate the return. They cannot add auditor details or approve the form on behalf of the trust.

Accounts return approver: can populate the form, add auditor details and approve the form on behalf of the trust.

The superuser can allocate themselves a role for completing the accounts return, either as **Accounts Return Preparer**, or **Accounts Return Approver**. To do this they would:

- select 'My Team' from the main screen
- select 'update user' next to their account
- select 'Assign a new permission' from the 'Application Roles and Permissions' section
- use the magnifying glass at the top of the page to search for a function and select either 'accounts return preparer' or 'accounts return approver' from the list and click 'Add'
- click on the orange 'X' to return to the previous screen

2.3 Superuser invites internal employees to register for the Hub

The trust should identify which of its own employees require access to the form and which individuals, external to the trust, will require access to the form. Trusts should note those groups of individuals are to be treated separately. The superuser **must not** use this section to invite people outside of the organisation, such as their auditors.

The trust must have at least one accounts return approver. This person should be the accounting officer or someone with the appropriate level of seniority to approve the return on behalf of the accounting officer. The trust may also have members of its finance team that will be involved in the population of the accounts return who will require the role of **accounts return preparer**.

The **superuser** should invite their chosen trust preparers and approvers to register for access to the Hub by logging in through the [user administration screen](#) then selecting 'Invite Employees' and entering the e-mail address of the individual. This sends an e-mail to the individual saying that they have been invited by the trust to register.

2.4 Internal employees perform their registration

The employee will receive an e-mail after the superuser has invited them to register (section 2.3). They should click on the link contained in the e-mail, which will take them to the [user administration screen](#) to begin the registration process.

- the individual should leave the User ID and password fields blank and click on the 'I don't have an account' link under the 'Problems signing in?' section.
- the next page requires the individual to register their name and set an appropriate password (minimum of 8 characters with upper and lower case letters and at least one number) and accept the terms and conditions.
- once completed the individual should click on the 'Register' button, which takes the individual to a webpage headed 'Registration' and contains their unique user Id. The individual should record their user Id. They will require this ID, or their e-mail address, to log into the Hub when their account is created.
- the next screen provides the individual with options for the preferred method for resetting their password if it is required. Once this is chosen and the 'submit' button pressed, the system will log them into the portal and take them to the home page for their account.

2.5 Superuser allocates employees a role for the accounts return

Once the employee has registered, the **superuser** must assign them a role against their account in the Hub. To do this they:

- click on 'my team'.
- click on 'update user' next to the relevant user.
- select 'Assign a New Permission' under the 'Application Roles and Permissions' section.
- use the magnifying glass at the top of the page to search for a function and select either **accounts return preparer** or **accounts return approver** from the list and select 'Add'. This creates a 'Success' message on the left hand corner of your screen. Please note, choose one of the roles to allocate to an individual, do not allocate both roles.

The superuser can also grant superuser access to the invited employee by selecting the 'assign as superuser' button beneath the individual's name in the 'My Team' section.

By this point of the process the superuser must have assigned the role of 'accounts return approver' to themselves or another trust employee.

2.6 Accounts return approver logs into the accounts return and completes the auditor details screen

The **accounts return approver** must log into the online form. The online form is accessed as follows:

- logging onto the Hub at <https://hub.fasst.org.uk> and selecting 'sign in' at the very top right hand corner of the webpage
- entering their Hub userID or email address, followed by their hub password and pressing 'sign in'
- clicking on the grey 'Form Services' tab

Once into the accounts return the first screen that the **accounts return approver** sees is the 'external auditor details' screen. They will need to enter the name of the audit firm and then populate the main section of the report with the name of the individual, their telephone number, their email address and the role in the system that the trust requires them to carry out, either as **external auditor preparer** or **external auditor approver**. If a trust uses a third party organisation to complete the return that is not their audit firm, they should allocate the relevant individual within that organisation the role of **external auditor preparer** as the functionality of that role will meet their requirements.

Further individuals can be added by clicking the 'add another name' button and completing the details. Once completed trusts can save these auditor details by clicking the 'next' button in the bottom right of the screen.

Trusts must include at least 1 person with the **external auditor approver** role as the EFA requires trusts to arrange for their auditors to provide an independent assurance report covering the preparation of the return.

Trusts should advise their auditors that they have completed this stage.

2.7 Auditors register for the Hub using the UPIN or UKPRN for any one of their clients

To register with the Hub, external parties, including auditors should follow the process using the new academy trust UPIN or UKPRN number for one of their clients:

- the individual should access the registration form in the [user administration screen](#). To begin the registration process, they should leave the User ID and password fields blank and click on the 'I don't have an account' link under the 'Problems signing in?' section.
- the next page requires the individual to register their name and email address, set an appropriate password (minimum of 8 characters with upper and lower case letters and at least one number) and accept the terms and conditions.

- once completed the individual should click on the 'Register' button. This will take them to a new screen that confirms an email has been sent to their email address for verification. They should access that email and click on the 'confirm my email address' button within the received email. This returns them to a webpage headed 'Registration' and contains their unique user ID.
- the individual should record their user ID. They will require this ID, or their email address, to log into the Hub when their account is created.
- the next screen provides the individual with options for the preferred method for resetting their password if it is required.
- the final screen requires the individual to enter an academy trust UPIN or UKPRN. **This is the new academy trust UPIN or UKPRN described in section 2.1.** External parties should ensure they have the correct numbers, which are unique for the accounts return. For registration purposes, external parties only need the UPIN/UKPRN from 1 of their clients. They then click Submit. They should NOT select the 'sponsored user' button.
- The external parties will not be required to register for more than one account. If they are acting for multiple academy trusts refer to the process described in section 2.6.

Auditors should advise the trust that they have registered against that they have completed this stage.

2.8 The superuser at the chosen trust approves the auditor applications and assigns them a role for the accounts return

The registration request requires approval by the **superuser** of the trust they have chosen to register against for approval who will also need to assign the role of '**accounts return preparer**' or '**accounts return external auditor**' in the Hub. They can do this by following the same process described in section 2.5.

Appendix 1 – The Hub help

The following sections provide help for some common issues with the Hub.

Change password

- log-in to your account
- click on 'my identity'
- click on 'change password'
- enter your current password, new password and reconfirm your new password.
- click 'save'

Forgot My Password

- at the log-in screen, leave the user ID and password boxes blank and click 'I forgot my password'
- enter your e-mail address in the 'forgotten password' screen and click 'submit'
- you will have selected a preferred method for password reset when you created your account. If you have opted to reset your password by
 - e-mail: you will now receive an e-mail; go to that e-mail and click the 'reset your password' button
 - text message: you will now receive a verification code by text message to the phone number you entered
 - answer questions: you will now be prompted on screen to provide the answers your pre-set questions.
- you will now be directed to a new web page where you can enter a new password and reconfirm it. Finally press 'submit'.

Remove a user's access to the system (only by superusers)

- log in to your account and click 'my team'.
- find the user on the list in the second half of the page; note you can use the search function if you have a lot of users on the system.
- click on the 'update user' button next to the name of the person you wish to remove access for.
- you can use the 'suspend user' button to temporarily withdraw their access, for example a long period of absence.
- you can use the 'delete user' button to permanently remove access to the system for that person.
- after either 'suspend user' or 'delete user' is pressed, you will be asked to confirm the change by clicking 'Yes'.



Education
Funding
Agency

© Crown copyright 2017

This publication (not including logos) is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

To view this licence:

visit www.nationalarchives.gov.uk/doc/open-government-licence/version/3

email psi@nationalarchives.gsi.gov.uk

write to Information Policy Team, The National Archives, Kew, London, TW9 4DU

About this publication:

enquiries www.education.gov.uk/contactus

download www.gov.uk/government/publications



Follow us on Twitter:
[@educationgovuk](https://twitter.com/educationgovuk)



Like us on Facebook:
facebook.com/educationgovuk